

DATABASE ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is advanced technical computer and systems related work which evaluates complex data storage, access and use requirements for established and requested computer applications, then designs, maintains and monitors appropriate database structures to meet these needs. Work is performed under the general supervision of a higher ranking professional staff employee. Supervision is not a regular responsibility of the position, however supervision may be exercised over lower level technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Designs and coordinates the implementation of databases suitable for individual applications using all data structures in a multi-activity environment;
Monitors databases for usage, response, breach of privacy, and potential re-structuring;
Manages mass information storage resources by determining the physical placement for all data records incorporated into the database;
Assign data names in a manner that assures uniqueness;
Establishes standards, audits database usage to insure compliance with established standards;
Coordinates activities with computer operations for providing back-up and recovery;
Reorganizes and/or restructures the database to accommodate physical or logical changes;
Makes changes as necessary, to elements existing in the database;
Reviews both new systems and proposed or requested changes to existing applications which may effect the established database, and makes recommendations for change or modification.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of database management systems, structures and techniques;
Thorough knowledge of electronic data processing systems, principles, practices and procedures of systems and applications programming;
Thorough knowledge of electronic data processing hardware and software, their capabilities and application;
Good knowledge of the current literature, sources of information and technological developments in the field of database management;
Ability to analyze the database requirements of a variety of computer applications and to design appropriateness database structures;
Ability to prepare comprehensive reports and diagrams relative to data management;

Sound judgement;
Initiative and resourcefulness;

MINIMUM QUALIFICATIONS:

- A) Seven years of experience in Computer systems software programming, or systems analysis of which one year must have been in database management and design on a mini, micro and mainframe computer; or
- B) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in computer science or closely related field and three years of experience in computer systems software programming or systems analysis, of which one year must have been in database management and design on a mini, micro and mainframe computer; or
- C) An equivalent combination of training and experience as indicated in A) and B) above.

NOTE: Education beyond a bachelors degree in the field of computer science may be substituted for the programming or systems analysis experience on a year for year basis. One year of experience in database management is required.